

Working Healthy Desk Review Checklist

When the alert comes due at the 1st of the month:

- N812 notice is sent to the consumer and wage information is requested including any work related expenses.
- Alert on **WOAL** is pushed back to the 11th of the month.

When the alert comes due again on the 11th of the month:

- Verify premium delinquency by accessing the iC(iC PB&C) interChange Premium Billing and Collections web based system to verify if the consumer is current on their payment.
- Consumer wage information received?
 - If income verification received, eligibility requirements met and premium current, finish processing the desk review.
 - If premium delinquent, terminate WH coverage and look at other MS categories.
- Area Benefits Specialist's name and address appears on the **ADAD** screen? If WORK participant, is KHPA WORK program manager, Nancy Scott, listed on ADDR.
- Updated income and work expenses entered on KAECSSES.
- Consumer have a premium?
If yes, premium is entered on KAECSSES?
- Alert on WOAL cleared? Appropriate alert for the next desk review set?
- Appropriate notices sent to the consumer? N-152 WH Desk Review no premium or N-153 WH Desk Review premium ES-3152 Change Report Notification
Copies of KAECSSES notices will be sent to the Beneficiary Specialist and if a WORK participant Nancy Scott (WORK program manager)